

## APPENDIX G SSP EDITING AND PAY CLAUSES

### SSP EDITING

Use these editing standards for uniformity and to identify the individual responsible for an edit.

Use the macros for special provision assembly to ensure the correct style and format for your edits:

- User initials are "comment" style.
- New text is blue and underlined.
- Deleted text is ~~red, struckthrough, and hidden~~.

Do not delete an instruction, paragraph number, or hidden text. Do not use the Microsoft Word track changes function.

### SSP Editing by Specification Writer or Owner

Identification	Commentary
<b>District User Initials**</b>  e.g., JAD**	A District specification writer identifies an edit by adding his or her initials and a double asterisk. The identification precedes each edited paragraph. Information about the edit is added after the identification. For a large project that has many edits, adding the date of the edit is recommended.
<b>SOE User Initials##</b>  e.g., JAD##	An SOE specification writer identifies an edit by adding his or her initials and a double pound. The identification precedes each edited paragraph.
<b>Owner's first initial and last name**</b>  e.g., J.Duncan**	An Owner identifies an edit by adding his or her first initial, last name, and a double asterisk. The identification precedes each edited paragraph.
<b>NEW + User Initials**</b>  e.g., NEW JAD**, NEW JAD ##, or NEW J.Duncan**	For adding a new section or subsection, add "NEW" to the beginning of the identification. A new subsection typically has a subsection title. For adding a new paragraph to an existing SSP, do not add "NEW" to the identification.

### SSP Editing by DES-OE Reviewer

Identification	Commentary
<b>DES-OE User Initials***</b> e.g., JAD***	A DES-OE reviewer identifies an edit by adding his or her initials and a triple asterisk. The identification precedes each edited paragraph.
<b>NEW + User Initials***</b> e.g., NEW JAD***	For adding a new section or subsection, the DES-OE reviewer adds "NEW" to the beginning of the identification. A new subsection typically has a subsection title. For adding a new paragraph to an existing SSP, "NEW" is not added to the identification.
<b>ADDED + User Initials***</b> e.g., ADDED JAD***	For adding a new SSP to the PS&E submittal, the DES-OE reviewer adds "ADDED" to the beginning of the identification.
<b>UPDATED + User Initials***</b> e.g., UPDATED JAD***	For updating the version of an SSP in the PS&E submittal, the DES-OE reviewer adds "UPDATED" to the beginning of the identification.
<b>DELETED+ User Initials***</b> e.g., DELETED JAD***	For removing an SSP from the PS&E submittal, the DES-OE reviewer adds "DELETED" to the beginning of the identification. The entire SSP except the SSP No. and issue date are removed. The identification is inserted before the SSP number.

### STANDARD PAYMENT CLAUSES

For an NSSP, if possible refer to the *Standard Specifications* for payment. If this is not possible, insert the appropriate standard payment clause. The payment clause must be in the NSSP where the item of work is measured.

## BID ITEM PAY CLAUSE

To specify payment for a bid item, write:

The contract 1 price paid per 2 for 3 includes full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in 4, complete in place, including 5, as shown on the plans, as specified in the Standard Specifications and these special provisions, and as directed by the Engineer.

1. Enter "lump sum" for measurement by lump sum or "unit" for measurement by each. No entry is made for other measurements.
2. Enter "cubic yard", "feet", etc. If measurement is by lump sum or each, do not make an entry, and delete the word "per."
3. Enter the exact bid item.
4. Enter the description of work.
5. Enter the description for additional work that is typically paid separately.

## MODIFIED BID ITEM PAY CLAUSE

To specify measurement and payment for a bid item in the same way as a similar bid item in the *Standard Specifications*, write:

1 is measured and paid for 2 in the same manner as specified for 3 in Section 4 of the Standard Specifications.

1. Enter the exact bid item.
2. Enter "on a lump sum basis," "by the cubic yard," etc. If " on a lump sum basis" is used, delete the words "measured and."
3. Enter the exact bid item from the *Standard Specifications*.
4. Enter the *Standard Specifications* section number and title of the measurement and payment specification for 3.

## FULL COMPENSATION PAY CLAUSE

A full compensation pay clause may be used if the work is:

- typically a separate bid item per the *Standard Specifications* (e.g., excavation or reinforcement)
- relatively small in quantity
- done in association with another bid item

If work is incidental to the bid item, do not use a full compensation pay clause. Instead, add the incidental work to the bid item pay clause after the word "including."

Do not use a full compensation pay clause to hide major work in another item. Do not include work that has a higher estimated value into an bid item of lesser value (e.g., do not put a \$1000 item in a \$500 bid item).

To specify payment for one item as included in another bid item, write:

Full compensation for 1 is included in the contract 2 price paid per 3 for 4, and no 5 therefor.

1. Enter the description of work.
2. Enter "lump sum" if item is lump sum or "unit" if item is each. No entry is made for other measurements. Full compensation should be in one bid item. If this is not possible, enter "items of work involved" and delete "price paid per 3 for 4."
3. Enter "cubic yard," "feet," etc. No entry is made if lump sum or each is used in 2, and delete the word "per."
4. Enter the exact bid item that is to include payment for work written in 1.
5. Enter "separate payment will be made" if the work in 1 is usually a separate bid item; otherwise, enter "additional compensation will be allowed."

Add the full compensation pay clause to the specification for the bid item.

### TRANSFER PAY CLAUSE

To specify payment for one item of work as another bid item, write:

1 is measured and paid for as 2.

1. Enter the description of work that is paid for as 2.
2. Enter the exact bid item.

### EXTRA WORK PAY CLAUSE

To specify payment for extra work, write:

1 will be paid for as extra work as specified in Section 4-1.03D, "Extra Work," of the Standard Specifications.

1. Enter the description of work.

### NO ADJUSTMENT CLAUSE

For a bid item with a relatively small quantity, a clause may be added so that the unit price is not adjusted for a change in the item quantity. Do not use this clause for a lump sum item.

To specify no adjustment of a unit price, write:

For 1, Section 4-1.03B, "Increased or Decreased Quantities," of the Standard Specification does not apply.

1. Enter the exact bid item.